



## Job Vacancy Notice

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| <b>Job Title:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Information Specialist I                                                                                                              | <b>Opening Date:</b>                                                                                                                                  | February 10, 2016 |
| <b>Job Salary Group:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | B15                                                                                                                                   | <b>Closing Date:</b>                                                                                                                                  | Until Filled      |
| <b>Job Class Number:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 1830                                                                                                                                  | <b>Posting Number:</b>                                                                                                                                | 466-2016-010      |
| <b>Number of Positions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1                                                                                                                                     | <b>WorkinTexas.com Number:</b>                                                                                                                        | 6438568           |
| <b>Monthly Salary:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | \$2,748.00 - \$3,541.67                                                                                                               | <b>Travel Required:</b>                                                                                                                               | Less than 15%     |
| <b>Work Location:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 2601 North Lamar Blvd.<br>Austin, TX 78705                                                                                            | <b>Position Type:</b>                                                                                                                                 | Full-Time         |
| <b>Web Address:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <a href="http://occc.texas.gov/jobs/current-employment-opportunities">http://occc.texas.gov/jobs/current-employment-opportunities</a> |                                                                                                                                                       |                   |
| <b>Applications Accepted By:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                       |                                                                                                                                                       |                   |
| <b>MAIL:</b><br>Texas Office of Consumer Credit Commissioner<br>Human Resources<br>2601 N. Lamar Blvd<br>Austin, TX 78705                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                       | <b>FAX OR E-MAIL:</b><br>(512)936-7610 or <a href="mailto:Personnel@occc.texas.gov">Personnel@occc.texas.gov</a><br><b>Attention:</b> Human Resources |                   |
| You may also create, update and submit your State of Texas application using <a href="http://WorkinTexas.com">WorkinTexas.com</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                       |                                                                                                                                                       |                   |
| <b>Job Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                       |                                                                                                                                                       |                   |
| <p>Performs moderately complex informational and educational work. Work involves providing services and information to agency program staff, industry, other governmental agencies, community organizations, and the public. Work will include producing publications designed to aid lenders and creditors in complying with state and federal lending laws; promoting financial literacy for agency website and other publications; serving as media contact for the agency; working with and speaking to community and professional groups to coordinate, improve, and stimulate interest in credit education programs; assisting in the preparation of administrative reports, studies, and specialized research projects; assisting in planning and developing educational programs; researching sources ensuring the accuracy of printed and online educational materials; assisting with developing policy and procedure manuals; and planning the layout, design, illustration, production, color selection and ink and paper selection for artwork for educational financial literacy material. In addition, ideal candidate will assist in the planning, development, and implementation of tasks within the agency's financial education endowment grant program. Works under moderate supervision with limited latitude for the use of initiative and independent judgment. Performs related work as assigned. Applicants must submit a one page-writing sample along with their State of Texas Application in order to be considered for this position. <b>Applicants must submit a one page writing sample along with their State of Texas Application in order to be considered for this position.</b></p> <p><b><u>Military Occupational Specialty Codes</u></b><br/> <b>Army – 37, 37F, 46, 46Q, 46R, 46Z, 46A, 46X</b><br/> <b>Navy – MC, 165X</b><br/> <b>Coast Guard – 340, 360, PA, YN, 03, 019, INF, MGT13</b><br/> <b>Marine Corps – 4313, 4341, 8711, 4302, 4305, 8055, 43, 87, 43, 80</b><br/> <b>Air Force – 3N0X0, 3N0X2, 35PX, 3N, 35</b></p> <p><b>Additional information on the SAO Military Crosswalk is available here:</b><br/> <a href="http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf">http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AccountingAuditingandFinance.pdf</a></p> |                                                                                                                                       |                                                                                                                                                       |                   |

### **ESSENTIAL JOB FUNCTIONS**

- Promote financial literacy through public relations initiatives.
- Create educational materials, both print and electronic.
- Work with community organizations, stakeholders and others to develop educational material.
- Copyedit, proofread, and revise communications.
- Recommend, implement and maintain site design and operation.
- Plan and deliver education courses and materials.
- Create and deliver press releases, case studies, white papers, financial education newsletter content, and speaking proposals.
- Research financial literacy coverage and industry trends.
- Conduct extensive financial literacy outreach.
- Recommend, implement and maintain website design and participate in usability testing.
- May recommend improvements, adaptations, or revisions to the grant process and accompanying procedures.
- Prepare agendas and conduct research.

### **MINIMUM QUALIFICATIONS**

- Graduation from an accredited four-year college or university with major coursework in government, business or public administration, or a field relevant to assignment is required.
- Experience in working with local or state government, community or professional groups.

**Applicants must submit a one page writing sample along with their State of Texas Application in order to be considered for this position.**

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of State of Texas policies and procedures.
- Knowledge of editing and preparing informational material.
- Knowledge of training and marketing techniques.
- Skill in oral and written communication.
- Skill in instructing others.
- Skill in the use of personal computers and applicable software.
- Skill in the use of standard office equipment.
- Ability to research and prepare information.
- Ability to develop and evaluate policies and procedures.
- Ability to design communication plans and materials related to the goals and priorities of the agency.
- Ability to compose content for the web.
- Ability to communicate effectively.

### **GENERAL**

All information obtained regarding the status of regulated financial service providers is subject to strict confidentiality. Employees are restricted from having certain loans or financial connections with licensed lenders, may not hold a substantial ownership interest in any licensee, and may not be related to any officer, employee, or consultant of any financial trade association. Employees must manage their personal finances in a manner to avoid conflicts of interest with the agency's regulated industries. Employees must file an annual ethics disclosure statement with the agency. Must have reliable transportation. Applicants will be required to sign a release authorizing the agency to obtain information regarding the applicant's credit history, police and criminal history information, and educational information.

Males born on or after January 1, 1960, between 18 and 25 years of age, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent on the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U. S. Department of Labor will result in the offer being rescinded.

**HOW TO APPLY:**

Submit a State of Texas application via mail or in person to: Office of Consumer Credit Commissioner, Human Resources, 2601 N. Lamar Blvd, Austin TX 78705; via fax to 512.936.7610; via email to [personnel@occc.texas.gov](mailto:personnel@occc.texas.gov); or via [WorkinTexas.com](http://WorkinTexas.com). Applications MUST include a complete work history. Resumes submitted without a State of Texas application will not be considered. **Applicants must submit a one page writing sample along with their State of Texas Application in order to be considered for this position.**

Applications may be downloaded from <http://occc.texas.gov/jobs>.

For directions or to request physical accommodation during the interview process, contact Human Resources at 512.936.7666 or [personnel@occc.texas.gov](mailto:personnel@occc.texas.gov). If reasonably possible, please call at least 48 hours in advance to afford our representative and the hiring division sufficient time to properly review and coordinate your request.

*Interviews will be conducted by appointment following pre-screen of applications. Only those applicants interviewed will be notified of their selection or non-selection. The Office of the Consumer Credit Commissioner is an equal opportunity employer.*

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| Date Completed | 02/08/2016 → Revised 3/24/2016 |
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